



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 602.3

Job Title: **LEGAL ASSISTANT II**

Pay Grade: 13

GENERAL SUMMARY:

Performs moderately complex paralegal work and assists in researching, drafting and preparing legal documents for City attorneys.

RESPONSIBILITIES:

- Performs moderately complex legal research; reviews legal instruments/documents; verifies and/or analyzes judicial decisions, legal codes, and articles, ordinances, etc.
- Drafts and/or prepares legal documents (ordinances, contracts, appeals, briefs, etc.) for review, approval and use by attorneys.
- Performs miscellaneous office-related tasks, e.g., picks up and delivers legal documents, schedules depositions and confirms taking of interrogatories, etc.
- Performs other administrative or paralegal responsibilities as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal four-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

One year of experience as a Legal Assistant, or experience in a closely related field, is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Legal Assistant I
- Legal Assistant II
- Legal Assistant III
- Senior Legal Assistant
- Legal Intern

Effective: October 1990

Revised: February 1992